

First LastName




Course Name

Instructor Name



Due Date

How To Format an MLA Style Paper in Microsoft Word

This is a “How To” explanation of setting up Word for an MLA style essay. This will show you the steps needed to format your document so that it conforms to MLA style.

1. Open Word. 
2. **Set up one-inch margins on the left and right sides of your document:** Click FILE in the menu bar. Select PAGE SETUP. Change the left and right margins to 1 inch. Click OK.
3. **Create a Header with automatic page numbering:** Click VIEW in the menu bar. Select HEADER and FOOTER. Click the RIGHT-JUSTIFY button on the toolbar, , and key in your last name plus one space. Click the Page Number button, , on the Header and Footer toolbar, and then close the Header and Footer toolbar.
4. **MLA style needs double line spacing:** Click FORMAT in the menu bar. Select PARAGRAPH. In the middle of the dialog box that shows, in the SPACING section, find the LINE SPACING option. Click the down-pointing arrow next to it and select Double. Click OK.

Now you are ready to key in the information needed at the top of the document. It should look like the example at the start of this document.

1. Key in your name, First, and then Last. Hit (ENTER).
2. Key in the course name, ex. BUS 101. Hit (ENTER).
3. Key in your instructor's name. Hit (ENTER).
4. Key in the due date, ex. May 5 2002. Hit (ENTER).
5. Now click the CENTER-JUSTIFY button on the formatting toolbar,  and key in the TITLE of your document. Hit (ENTER).
6. Now click the LEFT-JUSTIFY button on the formatting toolbar,  and the TAB key, and you are ready to key in your INTRODUCTION paragraph.

After you have created your Library Project, you will need to create a **Works Cited** page.

Follow these steps:

1. **Insert a hard page break so that the Works Cited page starts at the top of the page.** Move the insertion point (cursor) to the end of your document. Click INSERT on the menu bar. Select BREAK. Specify a page break and click OK. Or you can just key in the shortcut key "CTRL-ENTER".
2. **This will create Hanging Indents.** (Correct for MLA style.) Click FORMAT on the menu bar. Select PARAGRAPH. Near the middle of the dialog box, in the INDENTATION section is a drop-down list called SPECIAL: Click the down-pointing arrow and select HANGING. Click OK. Now your Works Cited page will be formatted correctly for MLA style.

You could create a template that contains all this formatting which can be used over and over. You wouldn't have to format a document from scratch each time. Follow these steps to create a MLA Document template on your home computer. (You cant save templates on the school computer.)

1. Open Word, and click FILE, select NEW, and click the option button that is in the lower right corner called CREATE NEW TEMPLATE.
2. At the document screen, format to MLA style.
3. Click FILE, and select SAVE AS. Name your template (MLA Style?) and see that the SAVE AS box contains DOCUMENT TEMPLATE.DOT. Click SAVE.
4. Use this template to save time on your home computer; instead of opening Word to a new blank document, select the MLA template from the FILE, NEW dialog box. You can include the Works Cited page in your template, just insert your document in front of the Works Cited page.